

Paul Holahan Commissioner

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

NUMBER 10.3

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: A Process has been Developed that Reviews PM History Electronically

Prior to Issuing a Repair Order

APPROVED:

Michael Quattrone, Fleet Manager

M Quattroms

PURPOSE: Document the process used to review PM history electronically

PROCEDURE: When a new work order is being created by the Service Writer, the next

PM due automatically populates on the equipment information tab of the work order. Any overdue PM's will be flagged with a red pushpin graphic,

meaning the PM is overdue

Any New York State Inspection (PM N) that is overdue or due within the

current or following month will be added to the work order and be

performed.

Any PM that is setup with a mile or hour parameter is subject to closer scrutiny due to those meters currently being updated with the creation of the work order, to real time values, and will not be reflected with a

pushpin if the updated meters push it past its PM cycle meter reading.

Currently if the vehicle is within 20% of its required PM mileage, the Service Writer will add the PM to the work order. For example, if a Police sedan is set up for a 4,000 mile PM A parameter, we will add a PM A if it

is due within 600 miles.

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DATE: January 27, 2010

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